

| | |
|-----------------------------------|---|
| ACCOUNT ADMINISTRATOR (AA) | |
| Account Creator/Delegator | An SO creates the first AA account. Additional AA accounts can be created by an AA or SO. |
| Creation/Delegation Process | <p><i>First AA</i>—Can be created by eRA as part of the institution registration process or SO can follow process below.</p> <p><i>Additional AAs</i></p> <ul style="list-style-type: none"> • Log in to the Commons. • Select “Administration.” • Select “Accounts.” • Select “Create Account.” • Create new user selecting “AA” as the role. |
| Role Privileges | Create/edit/update all Commons accounts (except IAR accounts). Note: The AA cannot create/modify a user’s Personal Profile (PPF). |